OWOW SOP for Managing External Projects

Program Staff

Comments on QAR

Prepares/Revise Draft Scope of Work (DSOW)

File out QAR.
QA Requirements
if project needs
data

QAO/QAC

*Follow OW QMP,
When Data
Collection is needed*

Comments on DSOW

Manager/Project Officer

Comments on DSOW

Concurs with DSOW

Contracting Officer

Approves Scope of Work

Contractor

*Prepare QAPP prior
to Primary Data
Collection*

Comments on Draft Work Plan

Prepares Draft Work Plan

Project Staff

Comments on Draft Work Plan

Concurs with Draft Work Plan

Project Officer

Comments on Draft Work Plan

Concurs with Draft Work Plan

Contracting Officer

Approves Work Pan

Contractor

Comments on Draft Work Products

Produce/Revise Work Product

Project Staff/Officer